

**SELF-SERVICE CENTER  
PROCEDURES:  
HOW TO FILE A RESPONSE TO A PETITION FOR DISSOLUTION OF A  
NON-COVENANT MARRIAGE WITH THE COURT**

**STEP 1:**      **MAKE 3 COPIES OF THE RESPONSE AFTER YOU HAVE FILLED IT OUT.**

**STEP 2:**      **SEPARATE YOUR DOCUMENTS INTO FOUR (4) SETS:**

<b>SET 1 - ORIGINALS:</b> <ul style="list-style-type: none"><li>• Response</li></ul>	<b>SET 3 - COPIES FOR JUDGE:</b> <ul style="list-style-type: none"><li>• Response</li></ul>
<b>SET 2 - COPIES FOR SPOUSE:</b> <ul style="list-style-type: none"><li>• Response</li></ul>	<b>SET 4 - YOUR COPIES:</b> <ul style="list-style-type: none"><li>• Response</li></ul>

**STEP 3:**      **FILE THE PAPERS AT THE COURT:**

**GO TO:**      **GO TO THE COURT TO FILE YOUR PAPERS:** The court is open from 8am-5pm, Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers with at the following locations:

The Clerk of the Superior Court  
**Central Court Building**  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

The Clerk of the Superior Court  
**Southeast Court Complex**  
222 East Javelina Drive, 1st floor  
Mesa, Arizona 85210

The Clerk of Superior Court  
**Northeast Regional Court Center**  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

The Clerk of the Superior Court  
**Northwest Court Complex**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**FILE:**      Go to the Clerk of the Court filing counter to file your documents.

**FEES:**      There is a filing fee for all Responses of \$231.00. If you are entitled to a deferral, you may request a deferral of the filing fees at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the deferral forms.

**PAPERS:**      Hand all four (4) sets of your court papers to the clerk along with cash or a money order for the filing fee of \$231.00

**MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:**

- Your set of copies
- Your spouse's set of copies
- The judge's set of copies

**STEP 4:**      **KEEP ONE COPY FOR YOURSELF AND MAIL OR HAND DELIVER THE OTHER COPY** to the other person (or the person's attorney, if he/she is represented by an attorney (the attorney's name and address will be on the Petition in the upper left hand corner.) Mail one copy to the judge assigned to the case. If you do not know the name of the judge assigned to your case go to Family Court Administration or call Family Court Administration at 602-506-1561 or 602-506-7879.

**STEP 5:**      **WHAT WILL HAPPEN NEXT?** You will receive an Order from the court telling you and the other party to come to an ERC Conference. You **must** come to that conference.